

Materials documentation and conventional practices:

- Do you have sound materials documentation, or will you need to substantially re-work your collection data?
- Do you have appropriate metadata for the collection or can it be derived quickly from previous work on the collection? (i.e., do you have document identification, acquisition records, provenance information, indexing?)
- Do the formats for the digital capture, storage, preservation, metadata, and access meet institutional, state, national, and international standards?

Administration and staffing:

- Have you considered the scale of the project and how it will affect routine work flow?
- Does the cost of the digitization project fit within the planned budget? Is the project worth the cost? Will additional funds be needed to complete the project?
- Do you have enough time to complete the project?
- Do you have sufficiently skilled staff (including those who understand the technical needs of digitization) to effectively complete the project?
- Do you have the means to train staff and keep their training current?

Audience and patrons:

- Will the digitized materials meet your audience's needs?
- Will the impact that increased access to some materials have an effect on your institution's public services? How will you handle increased interest?

By conducting this kind of analysis, you will be able to refine the project's goals and objectives. These questions also allow you to avoid some of the common pitfalls to embarking on a digitization project.

Cost analysis and impact on institution

Digitization projects are exciting to undertake. Often times it represents a change of pace from the day-to-day work that you do, and there is a lot of room for creativity! However, it is important to understand up front what a digitization project "costs" and what the impact on your institution will be. Below is a table that covers the different kinds of "costs" that exist with digitization projects. Many of these expenses will be things that you already have, as discovered in your needs analysis. However, remember that resources that are allocated to a digital project are still an expense because they are diverted from their current work. This is especially true with staff time, which is often overlooked as a "cost" for a digital project.